

ACCOUNTANT

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of professional level accounting duties involving the accounting, recording and reporting of financial transactions involved in City funds; to review accounting records for accuracy; and to prepare financial reports, statements and special financial analyses.

Supervision Received and Exercised:

Receives general supervision from higher level accounting staff or from other supervisory or management staff.

May exercise technical supervision over lower level staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Maintain and reconcile a variety of ledgers and accounts; examine accounting transactions to ensure accuracy; correct financial records as necessary.
- Create and maintain accounting systems as required to comply with various governmental agency guidelines, policies and procedures; prepare reports required by Federal agencies and auditors.
- Prepare and maintain a variety of accounting systems including general ledger, accounts payable, payroll, fixed assets, and other accounting systems.
- Prepare and review computer input data for monthly financial reports; assist in the preparation of the annual financial statements.
- Prepare and maintain special assessment system records
- Prepare and maintain schedule of bonds and interest payable.

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Accountant (continued)

- Maintain Internal Service fund activity.
- Provide assistance to City staff regarding accounting principles and procedures.
- Provide technical assistance and training to lower level accounting staff as required.
- Monitor lease agreements to ensure appropriate money is received
- Implement and maintain the PeopleSoft fixed asset; implement and maintain tracking system for the City's Due to State account.
- Implement and maintain the City travel policy; conduct travel policy training; audit travel requisitions submitted by City employees.
- Perform related duties as assigned.

When assigned to Grants:

- Set up, maintain and reconcile a variety of ledgers and accounts for the Community Development Block Grant (CDBG) program, HOME program, and Section 8 Housing Assistance Program; examine all financial transactions to ensure accuracy; correct financial records as necessary.
- Monitor contract compliance with federal grant requirements; assist in Single Audit of federally-funded programs and monies.
- Create and maintain accounting systems as required to comply with various governmental agency guidelines, policies and procedures; prepare reports required by Federal agencies and auditors.
- Prepare and maintain a variety of accounting systems including general ledger, accounts payable, accounts receivable, payroll, fixed assets, petty cash, and accounting systems.
- Prepare and review computer input data (using both City and Federal computer systems) for monthly financial reports; assist in the preparation of annual financial statements, budgets and requisitions for the City, U.S. Department of Housing and Urban Development, and other agencies as required.

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Accountant (continued)

- Analyze information, reconcile accounts, and prepare projections, income and expenditure reports on CDBG, HOME program, and Section 8 Housing Assistance Program funds for the City and other government agencies.
- Evaluate and approve requests for funds and transfers of funds
- Provide assistance to City staff regarding accounting principles and procedures.
- Prepare and submit monthly analyses of expenditures and revenues.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Two years of professional accounting experience, preferably in municipal or public accounting.

For the Grants Accountant assignment, experience with federal grants (i.e., CDBG/HOME/Section 8), including knowledge of OMB Circulars and/or Code of Federal Regulations and monitoring sub recipients and/or administering contracts is highly desirable. Two or more years of responsible professional-level government finance and grants accounting experience is preferred.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or degree related to the core functions of this position.

License/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Effective November 15, 1988

Revised August 1996

Revised April 2001 (Experience, Grants Accountant assignment, range adjustment)

Revised June 2005

Revised Aug 2005 (Updated essential functions and experience guidelines for Grants Accountant assignment)

Revised Nov 2010 (Removed optional driver's license statement)

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Job Code: 248

Status: Exempt / Classified